



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ASSISTANT CRIME LAB MANAGER

Class No. 005776

■ CLASSIFICATION PURPOSE

To assist in the management of the activities of the Sheriff's Crime Laboratory, which performs scientific investigative testing on crime or arrest scene evidence; to direct the training of laboratory personnel; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

The Assistant Crime Lab Manager is a one-position class found in the Sheriff's Department. The incumbent reports to the Crime Lab Manager. It is distinguished from the next higher class, Crime Lab Manager, in that the latter is fully responsible for establishing policies, scientific procedures, quality assurance, and personnel and administrative operations for the Sheriff's Crime Laboratory.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Assists the Crime Lab Manager in planning, organizing, managing and directing a large crime laboratory, assessing departmental needs.
2. Develops long term plans to make necessary changes in methods and procedures in supporting these plans.
3. Establishes laboratory standards, internal and external quality assurance programs to ensure standards are met and maintained.
4. Monitors work loads and ensures that laboratory tasks are completed in a timely and cost effective manner.
5. Keeps abreast of new developments in the science of criminalistics and its application to criminal proceedings.
6. Evaluates and selects new technical procedures.
7. Develops and maintains effective communication with courts, District Attorney and law enforcement agencies.
8. Hires and provides technical training to laboratory personnel.
9. Interprets laboratory results for law enforcement officers, attorneys and courts; appearing in court as an expert witness on laboratory/scientific issues.
10. Writes and administers evaluations, assessments and analysis on the most complex cases.
11. Establishes procedures and oversees the collection, security, analysis and integrity of physical evidence.
12. Coordinates evidence presentations, subpoena responses and mutual case needs with courts, District Attorney, Marshall, Public Health, Federal, State and local law enforcement agencies.
13. Establishes procedures and ensuring that records of analytical work and findings are court worthy.
14. Consults with law enforcement officers, attorneys, experts and others on the solution of problems involving the analysis and evaluation of evidence.
15. Trains subordinates for court appearances and presentations.
16. Researches, evaluates, and selects laboratory equipment and instrumentation.
17. Develops laboratory budget proposals and justifications.

18. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, methods and techniques of chemistry, physiology and biology in qualitative and quantitative analysis.
- Standard laboratory practices, instruments and nomenclature used in the isolation, determination and identification of physical or biological specimens related to criminalists.
- Laboratory methods evaluation and development related to the analysis of chemical, biological and physical evidence.
- Standard and court approved laboratory methods and test to toxicology, histology, serology, hematology and narcotics.
- Rules of evidence and general procedures of civil and criminal practices concerning the physical chain of custody for evidence.
- Crime laboratory services and equipment planning, evaluation and assessment.
- Legal procedures and laboratory support for homicide investigations.
- Laboratory safety practices and regulations.
- Principles and methods of laboratory management and supervision.
- Principles of physics, chemistry, biology and microbiology applied in scientific and laboratory criminalist investigations.
- DNA testing principles and techniques.
- Research techniques in the area of laboratory criminalists.
- Laboratory design, layout and installation criteria.
- Principles of public administration and management.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Supervise and evaluate the work of subordinate staff.
- Identify and resolve problems related to laboratory operations.
- Analyze problems, research and/or prepare appropriate investigative laboratory procedures and tests.
- Perform computerized data analysis.
- Act as an expert witness in court or other legal proceedings.
- Communicate effectively both orally and in writing.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. A Bachelor's degree from an accredited college or university in forensic science, criminalistics, biochemistry, chemistry, physics, biology or closely related field, AND three (3) years of experience in a law enforcement agency crime laboratory performing quantitative analysis, chemical, biological or physical testing on physical evidence in a crime laboratory, AND two (2) years of experience in a supervisory capacity, OR
2. Six (6) years of professional forensic science work experience of which two (2) years experience in a supervisory capacity.

Note: Possession of a M.S. degree with emphasis in criminalistics is highly desirable. Candidates with such advanced degree will be considered highly qualified.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, copiers, and laboratory equipment. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office and laboratory environments; exposure to computer screens; exposure to biological and possibly hazardous materials.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 25, 1982
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Assistant Crime Lab Manager (Class No. 005776)

Union Code: MA

Variable Entry: Y